

**441—47.10(239B) Records and reports.**

**47.10(1) *Case records.*** The provision of diversion assistance shall be documented by the department in the participant's income maintenance case record.

**47.10(2) *Records retention.*** County office staff shall maintain all records related to the program for five years. They shall allow federal or state officials access to all records upon request.

**47.10(3) *Reports.***

*a.* County offices shall provide reports as requested by the division administrator in a manner, format and frequency specified by the administrator.

*b.* County offices shall be responsible for maintaining records sufficient for audit and tracking purposes.